

April 4, 2003

REQUEST FOR PROPOSAL NO. 03-039

REGIONAL SCREENLINE TRAFFIC COUNT PROGRAM

The Southern California Association of Governments (SCAG) is soliciting proposals in response to Request for Proposal (RFP) No. 03-039, Regional Screenline Traffic Count Program. The RFP is comprised of the following eight parts presented herein as attachments:

1. Scope of Work
2. Proposal Information, Organization, and Content
3. Proposal Evaluation Form
4. Interview Evaluation Form
5. Contract Budget Explanatory Information
6. Debarment and Suspension Certification
7. SCAG Conflict of Interest Form
8. SCAG Vendor/Consultant Application (Please be advised that if you received a postcard notification for this RFP, you are on our pre-qualified vendors list and do not need to complete the application).

Firms wishing to respond to RFP No. 03-039 should submit their proposal to the attention of Sandeepa M. Scott, Contracts Administrator, by 3:00 PM (Pacific) on May 5, 2003 at the address that follows:

Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017

A pre-bid conference will be held at SCAG on April 22, 2003 at 10:00 a.m. at SCAG Conference Room Riverside A. All prospective bidders are encouraged to attend the pre-proposal conference.

Your proposal must be received at SCAG by the deadline specified above. We will not accept late submittals. We also will not accept faxed or electronically sent proposals. Any proposal received after the deadline will be returned to the consultant/vendor without further consideration.

Respondents should fully address all components of this RFP, especially of the following stipulations:

- SCAG reserves the right to disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP.

- Proposals must include a line item budget in the format and detail shown in Attachment 5. A similar detailed budget is required of each subcontractor whose portion of the work is \$25,000 or more.
- Any proposal exceeding the budget specified in this RFP will not be accepted.
- **Funding for this project is contingent upon availability of funds at the time of contract award.**
- SCAG does not reimburse respondents for the cost of proposal preparation, even in the event of RFP cancellation.
- Proposals must be printed/copied on recycled paper that has at least 20% post-consumer material. Three (3) ring binders will not be accepted, however, spiral or comb binding will be allowed.
- The Debarment and Suspension Certification must be fully completed by all parties to the proposal (prime and all subcontractors).
- The SCAG Conflict of Interest Form must be fully completed by any parties to the proposal whose portion of the overall work is valued at \$25,000 or more. All persons or firms seeking contracts valued at \$25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at \$25,000 or more.
- The three references that are required in Attachment 2 should not include any SCAG staff.
- Disadvantaged Business Enterprises (DBEs), as defined in Title 49, Part 26 of the Code of Federal Regulations, are strongly encouraged to apply.
- All offerors should ensure that they have completed and submitted a SCAG Vendor/Consultant Application, which has been provided as Attachment 8 of this proposal. Applications can also be obtained on-line at www.scag.ca.gov, under “News and Announcements.” The application is mandatory for all primes, but optional for subcontractors.

The maximum period of performance for this contract is 6 months. Exercising the 6-month option will be dependent upon available funding and satisfactory performance. Cost proposals should be prepared for the entire 6-month period.

If you have any technical questions regarding the Scope of Work, please contact Dale Iwai at (213) 236-1894 or iwai@scag.ca.gov. Administrative questions should be directed either to Sandeepa M. Scott at (213) 236-1974 or Sam Mehta at (213) 236-1813.

Sincerely,

Karen L. Tachiki
Chief Counsel/Director of Legal Services

SCOPE OF WORK

REGIONAL SCREENLINE TRAFFIC COUNT PROGRAM

I. BACKGROUND

In travel demand modeling, actual traffic counts on screenline locations are used to validate the traffic volumes assigned by a travel demand model. The existing screenlines of SCAG Regional Transportation Model were developed over twenty years ago. With the tremendous growth in population and employment over the past years, many of the previously rural areas have transitioned into urbanized areas. Additional screenlines are needed to supplement the existing screenlines and more up-to-date traffic counts for all screenline locations are required.

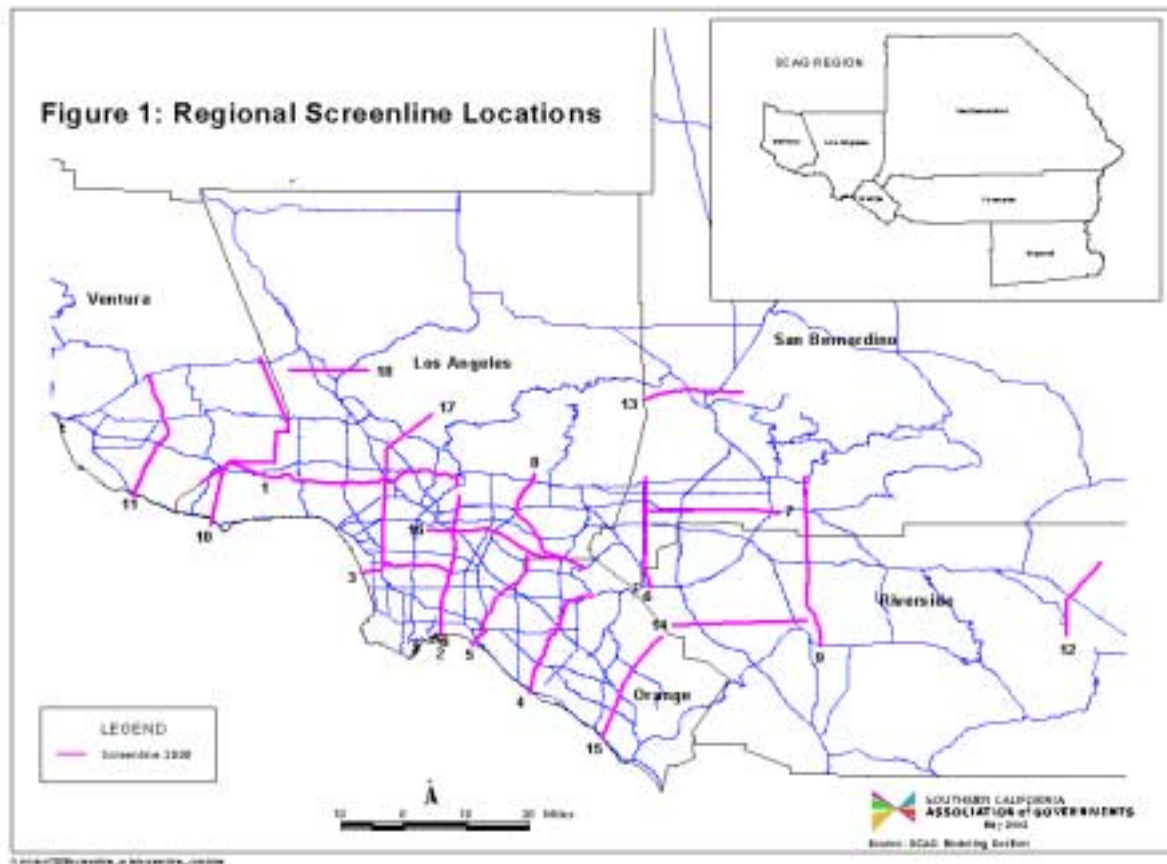
The Southern California Association of Governments (SCAG) and the Los Angeles County Metropolitan Transportation Authority (MTA) have jointly developed a set of new screenlines for the SCAG modeling area as shown in Figure 1. The new screenline system has a total of 18 screenlines. The screenlines are located to capture major east-west and north-south movements, especially between the counties and Subregions.

As part of their model improvement effort, SCAG and MTA are jointly seeking a consultant to provide professional services necessary to develop a regional traffic count program that will include recent traffic counts for screenline locations as well as recommendations for future updates. The count program shall include separate traffic counts by vehicle type (automobile, bus, and truck). It shall also include vehicle occupancy data for freeway locations by lane (high occupancy vehicle only lanes vs. general purpose lanes).

SCAG and MTA intend to make use of available existing traffic data to the maximum extent possible to minimize the field survey effort. SCAG and its contractors are expected to thoroughly assemble, review and evaluate the traffic count data base maintained by Caltrans, MTA, City of Los Angeles Department of Transportation (LADOT) and other regional and local jurisdictions as well as recent traffic data collected by these agencies as part of special studies such as, but not limited to:

- SCAG Goods Movement Truck Count Study (2002)
- MTA High Occupancy Vehicle (HOV) Performance Program Evaluation Study (2002)

Figure 1. Regional Screenline Locations



II. PURPOSE

The purpose of this project is to develop a Regional Traffic Count Program for the SCAG modeling area. The Program shall include a comprehensive traffic count database for freeways, high occupancy vehicle (HOV) lanes, and arterials located on the regional screenlines. In addition, the Consultant will develop a framework for monitoring and updating of the count database.

III. OBJECTIVES

The objectives of this project include the following:

- Contact Caltrans and local jurisdictions to gather and evaluate existing traffic count and vehicle occupancy data for inclusion into the count database.
- Develop a field survey plan for collecting traffic counts and vehicle occupancy data at locations where no suitable existing data is available.
- Conduct traffic counts to supplement and expand existing vehicle and truck count data.
- Conduct vehicle occupancy surveys on the freeways and HOV lanes located on the screenlines to supplement existing data.
- Develop a comprehensive passenger vehicle and truck count database that includes freeways, HOV lanes, and arterials located on the screenlines. The count data shall consider the following information:
 1. Time-of-day distribution (24 hour),
 2. Day-of-week (7 day) variation,
 3. Monthly variation, and
 4. Vehicle type (autos, buses, and trucks).

The final count database shall consist of Year 2001 annual average weekday traffic (AAWT) and peak period estimations for all screenline locations by vehicle type. Vehicle occupancy data on freeways and HOV lanes on the screenlines shall also be included.

- Develop a methodology for updating vehicle counts and occupancy data at the regional screenline locations for future model validation programs.

IV. SCOPE OF WORK

The Consultant shall perform the technical work identified below:

Task 1. Project Administration and Management

- a) Project Work Program - Within a week of receipt of Notice to Proceed, the consultant shall hold a meeting with SCAG's and MTA's project managers and others designated by SCAG and MTA to review the work program and identify any revisions and clarifications that may be necessary. Within 10 days following this initial project meeting, the consultant shall complete such revisions to the work program as may be requested by SCAG and MTA and shall develop a detailed plan for the management of the project, identifying, for each task and subtask, specific work elements, schedules, personnel assignments, costs, milestones, and quality control measures. The revised work program will be subject to approval by both SCAG and MTA and will constitute the first project deliverable.
- b) The Consultant will prepare monthly progress reports describing completed work products.
- c) Quality Control - A Technical Review Committee will work closely with the Consultant to develop quality control measures to ensure the quality of all products.
- d) Meetings:
 - Technical Review Committee - SCAG and MTA will invite appropriate individuals from within their respective agencies as well as other agencies in the Region to form a Technical Review Committee. The Contractor shall organize monthly meetings of this Committee to review study progress, provide direction on methodology, and review interim products. The Consultant shall be responsible for developing meeting agendas, taking meeting minutes, and distributing meeting materials.
 - Modeling Task Force – The Consultant shall present the study methodology and findings to SCAG's Modeling Task Force at a meeting to be determined by SCAG and MTA.
- e) Deliverables:

All deliverables including technical memorandums, digital count files, digital occupancy files, summary data, and Draft/Final Report are the property of SCAG and MTA.

Deliverable 1 – Project Work Program

Task 2. Assemble and Evaluate Available Existing Traffic Count Data

Caltrans, LADOT and many other regional and local jurisdictions throughout the SCAG region maintain traffic count programs. The Consultant shall assemble, review and evaluate these counts to determine if the data satisfies SCAG's program objectives and may be included in SCAG's regional traffic count database. The Consultant shall contact Caltrans to determine the availability and feasibility of using existing count data for the state highway system. SCAG and MTA intend to make use of Caltrans traffic count database for the freeway locations to the maximum extent possible and thus do not anticipate many new counts to be conducted for freeway locations as part of this project. The number of screenline locations on the freeways is sixty-five (65).

The Consultant shall also review recent traffic data collected as part of a special study. At a minimum, the Consultant shall review the recently completed SCAG Goods Movement Truck Count Study and MTA's HOV Performance Program Evaluation Study and incorporate the truck count data and vehicle occupancy data from these studies into the regional traffic count database.

Based on this thorough review and evaluation, the Consultant shall identify and recommend screenline locations where useable existing counts are available and no new field traffic counts are required. The Consultant shall also prepare a list of screenline locations where new field count survey is required. The Consultant shall submit a technical memorandum summarizing the finding of this task for review by the Technical Review Committee.

Deliverable 2 – Technical Memorandum

Task 3. Develop a Framework for the Traffic Count Program

The Consultant shall classify the screenline locations into the following three (3) tiers:

- Tier 1: Freeway and state highway locations where frequent traffic counts (for example, one week every month) shall be collected (or is currently available such as Caltrans permanent count stations).
- Tier 2: Principal and major arterial locations where 24-hour continuous counts for seven (7) days is required once a year.
- Tier 3: Minor arterial and collector locations where 24-hour continuous counts for one (1) weekday are required once a year.

This framework shall be designed to allow best estimates of different monthly variation factors and day-of-week variation factors for all screenline locations. The Consultant shall submit a technical memorandum detailing the framework and the reasoning behind how this was derived.

Deliverable 3 – Technical Memorandum

Task 4. Develop a Plan for Conducting New Field Traffic Count Surveys

For those screenline locations identified in Task 2 where new traffic counts need to be collected, the Consultant shall develop a survey plan complete with proposed survey approach (machine vs. manual), information to be collected (traffic count for cars only, trucks only, or all vehicles, or vehicle occupancy data), duration of the survey period (one day or seven days), proposed survey dates, staffing requirements, and cost estimates for all locations to be surveyed.

The consultant will be responsible for obtaining all necessary permits, including all fees.

The consultant will ensure that while performing the survey that all standard safety procedures and safety requirements for each jurisdiction will be observed.

The survey plan shall be submitted for review and approval by SCAG and MTA prior to survey implementation.

The traffic count program shall include vehicle occupancy data for the A.M. peak period (6:00 to 9:00) broken down by travel lane and direction for all freeway locations on the regional screenlines.

The estimated number of occupancy survey locations on the freeway system is 45. The survey plan shall include locations to be surveyed, the survey approach, schedule, staffing requirements, and a cost estimate.

SCAG and MTA will review the survey plan prior to survey implementation.

Deliverable 4 – Proposed survey plan

Task 5. Conduct New Field Traffic Count Surveys

The Consultant shall carry out the field surveys according to the final survey plan approved by SCAG and MTA. The Consultant shall review all count data for reasonableness to ensure that the count equipment and personnel performed properly and that there were no major interruptions of the traffic flow due to accidents or weather related problems.

The amount of effort and associated cost of this task cannot be accurately estimated until after the completion of Task 4 and a survey plan is finalized. Therefore, the fee estimate for this task submitted in the proposal will be for an estimate only. The initial contract amount will not include this task. SCAG expects to execute a contract addendum developed with a cost estimate approved in the final survey plan with the selected Consultant to carry out this task once SCAG, MTA and the Consultant have agreed on a final survey plan, including the cost. SCAG and MTA reserve the right to contract with a different consultant to carry out this task.

Deliverable 5 – Technical memorandum summarizing field survey process and results

Task 6. Develop 2003 Annual Average Weekday Traffic (AAWT) Counts

Based on an evaluation of the available existing traffic count data as well as traffic counts collected under Task 5, the Consultant shall develop appropriate time-of-day, day-of-week and monthly variation factors for the screenline locations.

The Consultant shall apply the necessary adjustments to the traffic counts either assembled from other agencies or newly collected as part of Task 5 to produce estimates of 2003 AAWT and peak period for all screenline locations. The Consultant shall document the estimation process, the adjustment factors, and the resultant database in a technical memorandum. The database must be submitted in Excel spreadsheet format.

Deliverable 6 – (1) Technical Memorandum, (2) Excel file – AAWT database

Task 7. Recommendations for Maintaining and Updating the Traffic Count Program

SCAG and MTA will need updated traffic counts for future model validations that are performed on a 3-4 year cycle. The Consultant shall outline a cost effective process for keeping the regional traffic count program up-to-date. This will include recommendations on how often and when each location needs to be counted, where and how to obtain counts from other sources, how to update the adjustment factors, and cost estimates for updating the traffic count program.

Deliverable 7 – Technical Memorandum

Task 8. Final Report

The Consultant shall produce a final report documenting the study process, survey method, and summarized results. It is expected that the Technical Memorandums prepared for earlier tasks will form the basis of this report. The Consultant shall first submit the report in draft form for review and comment by the Technical Review Committee. After incorporating the comments received, the Consultant shall submit twenty-five (25) copies of the Final Report. An electronic version (Microsoft Word or PDF format) of the Final Report must also be delivered.

Deliverable 8 – Draft and Final Report

V. PROJECT SCHEDULE

SCAG plans to award the study contract in the summer of 2003. The Consultant should complete all tasks within six (6) months after receiving the notice to proceed. The actual schedule for completion of each of the separate tasks can be negotiated within the six month time frame.

VI. STUDY FEE

The Consultant shall submit a fee proposal including the total project cost as well as cost broken down by tasks outlined in the Scope of Work. The proposal will be judged based both on total contract cost and individual task costs. The cost proposal for Task 5 will be an estimate only and

will not be included in the original contract amount. The total fee for the proposal shall not exceed \$175,000, including Task 5.

A Pre-Bid Conference will be held on April 22, 2003, 10:00 AM, in SCAG conference room Riverside A, to respond to questions on this project. All interested parties have until 5:00 PM on April 24, 2003 to submit questions related to the project. Responses to questions asked orally and written will be entered on the SCAG website: www.scag.ca.gov/modeling.

PROPOSAL INFORMATION, ORGANIZATION AND CONTENT

RFP No. 03-039

All proposals shall contain, at a minimum, the following information:

LETTER OF TRANSMITTAL

- A brief statement of the respondent's understanding of the work to be done and a positive commitment to perform the work within the required time period.
- Identification of the respondent's cost and fee rate and an estimation of the level of effort required to perform the work.
- A list of the names of the individuals authorized to make representations for the respondent, their titles, addresses, and telephone numbers.

TITLE PAGE

An indication of the RFP number and project title; a list of all team members (prime and any subcontractors); local address and telephone and fax number of the prime; name and e-mail address of the prime's primary contact person; and date of the proposal. The provision of a current e-mail address for the prime's primary contact person is critical.

TABLE OF CONTENTS

A clear identification of the material, by section and page number.

TECHNICAL APPROACH

- A statement and discussion of the project objectives, concerns, and sensitive key issues.
- The technical approach for performing the study includes a detailed Scope of Work along with a program for executing the requirements and objectives of the project. A description of the technical approach to be followed for each major task or activity proposed to be performed and annotated outlines of the proposed final report (as applicable) are to be included.
- A discussion of the difficulties expected or anticipated in performing the study, along with a discussion of how the respondent proposes to overcome or mitigate against those difficulties.
- A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.

- A statement of the extent to which the respondent's proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the respondent would modify the project, schedule, and/or cost to better meet these objectives without exceeding the stated budget amount.

PROFILE OF RESPONDENT

- A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
- The location and telephone number of the office from which the work is to be done.
- Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals.

FEE STRUCTURE/FINANCIAL FORM

- A completed line item budget (see Attachment 5).
- A budget summary by task.

REFERENCES

A list of at least three references, including the names of contact persons within the firms.

SCAG STANDARD CONTRACT LANGUAGE

Respondents should familiarize themselves with the terms and conditions of SCAG's standard contract language by reviewing the sample SCAG contract posted on-line at www.scag.ca.gov/business/. Respondents must identify in their proposal any concerns or objections they would have with any of the contract terms and conditions if selected for contract award.

Aside from proposal content, respondents should also be aware of the following:

PERIOD OF PERFORMANCE

The maximum period of performance for this contract is 6 months. Exercising the 6-month option will be dependent upon available funding and satisfactory performance. Cost proposals should be prepared for the entire 6-month period.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

It is SCAG's policy to make it known that Disadvantaged Business Enterprises (DBEs), as

defined in 49 Code of Federal Regulations, Part 26 are strongly encouraged to apply. Firms wishing to get credit for DBE status must be certified at the time of proposal submission. If you are a certified DBE, you must include a copy of your certification with your proposal. For those vendors/ consultants located within the southern California region, certification must be either from the Department of Transportation (Caltrans), the Metropolitan Transportation Authority, the City of Los Angeles, the John Wayne Airport Authority, or the Orange County Transportation Authority.

PROPOSAL SUBMISSION

The original should be clearly marked/stamped as such. The original and **6 copies** shall be received by SCAG by 3:00 PM (Pacific) on May 5, 2003, to the attention of Sandeepa M. Scott, Contracts Administrator, at the address that follows:

Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017

All submissions are considered a matter of public record.

SELECTION PROCESS

- Proposals will be ranked in accordance with the criteria described in Attachments 3 and 4.
- Respondents may be brought in for interviews.

EVALUATION OF PROPOSALS

Proposals will be evaluated according to the following criteria, which are listed according to their relative weight in the evaluation process:

- 1. Technical Approach**
 - a. Overall Responsiveness
 - b. Related Experience
- 2. Consultant Firms**
- 3. Project Management**
 - a. Staff Qualifications
 - b. Project Organization
 - c. Reasonableness of Schedule and Budget
- 4. Costs**
- 5. Reasonableness of Schedule**
- 6. DBE Participation**
- 7. References**

NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Offerors have the right to protest the contract award in compliance with SCAG's *Policy on Contract Award Protests*, which can be viewed online at www.scag.ca.gov under "Doing Business with SCAG." A written protest must be filed with SCAG's Deputy Director within five working days after posting of the Notice of Intent to Award. No verbal protests will be accepted. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG's Deputy Director via both certified mail and fax using the following address and fax number:

Deputy Director
Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017
213.236-1825 fax

The contract award is held up when SCAG's Deputy Director receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG's Deputy Director has rendered a decision.

BUDGET PARAMETERS

Any proposal exceeding the budget specified in this RFP will not be accepted. The total available budget for this project is as follows:

Total budget: Not to exceed \$175,000
Applicable work element #: 03-074.SCGC1

Please Note: Funding for this project is contingent upon availability at the time of contract award. SCAG is not responsible for any costs or expenses incurred in the preparation of your proposal.

MISCELLANEOUS

- Debriefings will not be provided by SCAG.
- SCAG reserves the right to reject any and all proposals submitted and to request additional information.
- The contract for this work will be awarded to the firm that the selection committee deems best qualified.
- All applicable documentation must be fully executed by each bidder.
- Every proposal submitted is considered a firm offer that must be valid for a minimum of 90 calendar days.

PROPOSAL EVALUATION FORM

RFP No. 03-039

Consultant Name: _____

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
I. TECHNICAL APPROACH Project Understanding & Approach <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Understanding of Caltrans' processes • Complete/thorough description of work plan 	30		
II. CONSULTANT FIRMS: <ul style="list-style-type: none"> • <u>Prime Consultant:</u> • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule • <u>Sub-Consultants:</u> • _____ • _____ • _____ • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks • Expertise is clearly required for this study 	25		
III. PROJECT MANAGEMENT Project Team: (Total hours: _____) <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	20		
IV. COSTS (Total contract cost):\$_____ <ul style="list-style-type: none"> • Realistic cost in relation to total hours • Total cost within allocated budget 	10		
V. REASONABLENESS of SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task 	10		
VI. DBE PARTICIPATION	5		
VII. REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL	100		

Name of Evaluator (print): _____

Date: _____

Signature of Evaluator: _____

Agency: _____

INTERVIEW EVALUATION FORM

RFP No. 03-039

Consultant Name: _____

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
II. TECHNICAL APPROACH Project Understanding & Approach <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Understanding of Caltrans' processes • Complete/thorough description of work plan 	30		
III. CONSULTANT FIRMS: <ul style="list-style-type: none"> • <u>Prime Consultant:</u> • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule • <u>Sub-Consultants:</u> • _____ • _____ • _____ • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks • Expertise is clearly required for this study 	25		
IV. PROJECT MANAGEMENT Project Team: (Total hours: _____) <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	20		
V. COSTS (Total contract cost):\$_____ <ul style="list-style-type: none"> • Realistic cost in relation to total hours • Total cost within allocated budget 	10		
VI. REASONABLENESS of SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task 	10		
VII. DBE PARTICIPATION	5		
VIII. REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL	100		

Name of Evaluator (print): _____

Date: _____

Signature of Evaluator: _____

Agency: _____

CONTRACT BUDGET EXPLANATORY INFORMATION

RFP No. 03-039

The sample line item budget on the following page reflects the most common format used to present budget or compensation information in contracts for planning services. Under this format, the consultant is compensated for its costs, plus given a fixed fee. All consultant (and subcontractor) costs must be allowable and consistent with Federal cost principles (see term VII, paragraph F of the MPO/Consultant Contract Boilerplate). Please be aware that the cost-plus-a-percentage-of-cost bid method, where the consultant's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules.

In reviewing the sample line item budget, the following should be considered:

- Under direct labor, it is preferable to identify professional staff by both name and position. Such a format ties the level of effort to the staff actually responsible for the project.
- Direct labor and fringe benefits must be shown as separate dollar amounts.
- There are no provisions in the contract budget for contingency fees.
- The salary rate quoted should be the highest rate of compensation the staffer/position is expected to receive during the life of the contract. Expected merit or cost-of-living increases should be incorporated into the quoted rate.

All consultants must prepare and submit a line item budget using the exact format shown on the following page, or may risk having their proposal disqualified. Furthermore, for any proposal with a total contract value of \$250,000 or more, any subcontractor whose portion of the work is \$25,000 or more must also prepare and submit their own line item budget as part of the proposal.

SAMPLE LINE ITEM BUDGET

Consultant: Planning Horizon Services
1234 Front Street, Suite 100
Main Street, CA 95814-2100

RFP No. 03-039

Project: Model Screenline Counts

DIRECT LABOR

<u>Staff</u>	<u>Hours</u>	<u>Rate</u> ¹	<u>Amount</u>
A. Adams, Project Manager	100	\$30.00/hr.	\$ 3,000
B. Brown, Project Leader	1,000	\$24.00/hr.	\$ 24,000
C. Charley, Project Technician	1,000	\$20.00/hr.	\$ 20,000
Clerical support (direct charges)	<u>250</u>	\$12.00/hr.	<u>\$ 3,000</u>
SUBTOTAL – DIRECT LABOR	2,350		\$ 50,000

¹ Direct Labor rates must be traceable to current payroll records.

OVERHEAD AND FRINGE BENEFITS²

Direct Labor Overhead (as determined from company records)	\$ 40,000
Fringe Benefits (as determined from company records)	<u>\$ 15,000</u>
SUBTOTAL – OVERHEAD AND FRINGE BENEFITS	\$ 55,000

² Many items that are normal business practice costs and tax deductible are not allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR 18.36 and OMB-87.

TOTAL DIRECT LABOR, OVERHEAD, AND FRINGE BENEFITS **\$105,000**

FIXED FEE³ (rate should be consistent with other billings for similar services) **\$ 10,500**

³ Fixed Fee is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subcontractors/Subconsultants.

SUBCONTRACTORS⁴

<u>Subcontractor</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Choo-Choo Engineers	1,000	\$30.00/hr.	\$ 30,000
Overhead and Fringe (50%)			<u>\$ 15,000</u>
Subtotal			\$ 45,000
Fixed Fee (10%)			<u>\$ 4,500</u>
Total Choo-Choo Engineers			\$ 49,500
W. Water, Environmental Consultant	<u>100</u>	\$36.00/hr.	<u>\$ 3,600</u>
SUBTOTAL – SUBCONTRACTORS	1,100		\$ 53,100

⁴ All subcontractors whose portion of the total contract is valued at \$25,000 or more must break out their costs above in the same format as has been done for Choo-Choo Engineers.

OTHER DIRECT COSTS (ODCs)⁵

Graphics development	\$ 2,500
Postage	\$ 100
Printing	\$ 1,000
Telephone (long distance)	\$ 200
Travel (local)	\$ 200
Parking	<u>\$ 75</u>
SUBTOTAL – OTHER DIRECT COSTS	\$ 4,075

⁵ ODCs must be fully documented and included with invoices during the contract period of performance. If contract is subject to a pre-award audit, support for these ODCs will be reviewed similar to that done for Direct Labor, Overhead, and Fringe Benefits.

TOTAL CONTRACT COST⁶ **\$ 172,675**

⁶ Contracts less than \$250,000 MAY require a pre-award audit; those at \$250,000 or more WILL require a pre-award audit.

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION**

RFP No. 03-039

All persons or firms, including subcontractors, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;

has not been suspended debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

Name of Firm

Signature (original signature required)

Date

SCAG CONFLICT OF INTEREST FORM

(Revised February 2002)

RFP No. 03-039

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts valued at \$25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at \$25,000 or more. Failure to comply with this requirement may cause your contract proposal to be declared non-responsive.

In order to answer the questions contained in this form, you will need to review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: _____

Project Name **or Description:** _____

RFP Number: _____

Date Submitted: _____

Preparer's Name: _____

SECTION II: QUESTIONS

- Does your firm have any existing relationships with employees of SCAG or members of the SCAG Regional Council that could be construed as involving "conflicts of interests" (i.e., financial interests) within the meaning of the SCAG Conflict of Interest Policy, or which would give rise to a conflict if your firm becomes a recipient of a contract with SCAG?

_____ **YES** _____ **NO**

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve months?

_____ **YES** _____ **NO**

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your contract proposal?

_____ **YES** _____ **NO**

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. In the last twelve months, have you or any members of your firm been a business partner of, employed, or been about to employ an employee of SCAG or member of the SCAG Regional Council?

_____ **YES** _____ **NO**

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contributions (including political contributions) or gifts to any current employee of SCAG or member of the SCAG Regional Council?

_____ **YES** _____ **NO**

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the selected firm.

Project Name or Description: _____

RFP Number: _____

DECLARATION

I, (printed full name) _____, (Social Security Number; optional) _____ hereby declare that I am the (position or title) _____ of (firm name) _____, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated _____ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

Signature of Person Certifying for Selected Firm
(Original signature required)

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

SCAG Vendor/Consultant Application Materials

TO: Prospective Vendors/Consultants

SUBJECT: Incorporation of Vendors and Consultants into SCAG's Management Information System

All companies and individual consultants doing business or interested in doing business with the Southern California Association of Governments (SCAG) must have an account created in SCAG's vendor and consultant database. By including all of our vendors and consultants in the database allows for more expeditious business transactions.

To ensure that there is an account for you in the system, please complete both the enclosed SCAG Vendor/Consultant Application Form (2 pages) and the Commodity Code/Consultant Profile (3 pages). **Please be sure to check all boxes of the Commodity Code/Consultant Profile that apply to your company's particular business interests or areas of expertise.** Feel free to use the "Other" option and write in your own detailed description if none of the codes fully capture the essence of your work. For commodity code definitions, please refer to the attached Description of Potential Technical Service Needs.

Please remember to indicate your Federal Tax Identification Number (TIN). If you are not incorporated and are a 1099 company, please provide your 1099 Tax Reportable Name, as well as either your TIN or Social Security Number (SSN).

When finished, please fax all five pages to JoAnn Armenta/Central Files at (213) 236-1964. Or, mail your completed application materials to:

JoAnn Armenta/Central Files
Southern California Association of Governments
818 W. Seventh Street, 11th Floor
Los Angeles, CA 90017-3435

Questions regarding the application materials should be directed to Sandee Scott at (213) 236-1974 or Laura Aguilar at (213) 236-1922.

Again, if you wish to be included in SCAG's vendor and consultant database, all five pages of the application materials must be completed and returned by your company.

Sincerely,

Sam Mehta
Manager of Contracts

Attachments: SCAG Vendor/Consultant Application Form
Commodity Code/Consultant Profile
Description of Potential Technical Service Needs

SCAG Vendor/Consultant Application Form

(please print clearly)

Name of Company:_____

Address:_____

City:_____State:_____Zip Code:_____

Federal Tax Identification Number (TIN):_____

Primary Point of Contact:_____

Title:_____

Telephone Number:_____

Fax Number:_____

E-mail Address:_____

(Please give careful consideration to the e-mail address provided. It will be used to notify your company of relevant Invitations for Bid, Requests for Proposals, etc. The email address listed should be that of someone who typically handles bids and proposals for your company.)

Company Web site Address:_____

PAYMENT ADDRESS (IF DIFFERENT FROM MAILING ADDRESS ABOVE)

Payment Name:_____

Address:_____

City:_____State:_____Zip Code:_____

Telephone Number:_____

Fax Number:_____

E-mail Address:_____

Does your firm require a 1099 (circle one)? YES NO

If "yes," provide Social Security Number or Tax ID Number:_____

Is your firm a Disadvantaged Business Enterprise (DBE), as defined in Title 49, Part 26 of the Code of Federal Regulations (circle one)? YES NO

If you are a certified DBE, please provide a copy of your certification with this completed application form. For those vendors/consultants located within the Southern California region, certification must be either from the Metropolitan Transportation Authority, the City of Los Angeles, the John Wayne Airport, or the Orange County Transportation Authority (OCTA). If you have been certified by an agency other than one of these four, we will forward your current certification to Caltrans for verification before SCAG can accept it.

If you believe you qualify as a DBE but are not certified, you may want to contact one or more of the following agencies to initiate the certification process:

DEPT. OF TRANSPORTATION (CALTRANS)
DBE Certification Unit
707 3rd Street, 1st Floor, Room 400
West Sacramento, CA 95605
Phone: (866) 810-6346 Fax: (916) 324-1862
<http://www.dot.ca.gov/>

ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA)
Small Business Programs
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Phone: (714) 560-5620 Fax: (714) 560-5792
www.octa.net

CITY OF LOS ANGELES
Office of Contract Compliance
600 South Spring St., Suite 1300
Los Angeles, CA 90014
Phone: (213) 847-6480 Fax: (213) 847-5566
<http://www.lacity.org/bca/>

COUNTY OF ORANGE JOHN WAYNE AIRPORT
3160 Airway Avenue
Costa Mesa, CA 92626
Phone: (949) 252-5175 Fax: (949) 252-5225
<http://www.ocair.com/>

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (MTA)
Small Business Diversity and Labor Compliance
One Gateway Plaza
Los Angeles, CA 90012
Phone: (213) 922-2600 Fax: (213) 922-7660
www.mta.net

Should you have any questions when completing your certification application, you can contact Triaxial Management Services at (310) 537-6677. Triaxial offers free consultation support to firms interested in highway construction projects and related contracts involving Federal funding.

Name (Please Print) _____

Signature _____

(Original signature required)

Title:_____

Date:_____

Commodity Code/Consultant Profile

General Goods & Services

Check	<u>NIGP</u>	Description
	60001	Painters
	60007	Electrical
	60008	Plumbing
	60009	Small General Contractors
	60012	Architects, Engineer
	60016	Security Systems
	60017	H V A C Contractors
	60030	Sound Systems And Electronics
	60102	Postage & Courier Services
	60102.1	Postage Machines
	60104	Memberships (Professional)
	60105	Subscriptions (Periodicals)
	60200	Computer Hardware
	60201	Computer Software
	60202	Computer Supplies
	60203	Computer Services
	60204	Telecommunications
	60233	Appliances
	60400	Audio Visual Equipment
	60401	Audio Visual Supplies
	60402	Video Equipment
	60545	Moving & Storage
	60637	Lease - Equip
	60637.1	Lease – Building
	60638	Maintenance Agreement
	60640	Copiers/Mimeo/Dupl.
	60670	Furniture--Office/Co
	60700	Typewriters & Supplies
	60701	Office Machines, Fax
	60702	Office Machine Supplies
	60710	Stationery Supplies
	60720	Paper, Fine
	60730	Trophies & Awards
	60863	Temporary Staffing
	60875	Registrations (Training & Seminars)
	61000	Office Supplies

Consulting

Check	NIGP	Description
	91804	Accounting/Auditing/Budget Consulting
	91804.1	Organizational, Financial and Performance Audits/Project Management Services
	91806	Administrative Consulting
	91806.1	Administrative Services
	91812	Modeling-Analytical Studies and Surveys
	91812.1	Survey & Data Collection
	91812.2	Travel Demand Model Improvement
	91812.3	Geographic Information System
	91812.4	Software Support for Studies and Surveys
	91812.5	Regional Data Systems
	91817	Aviation Consulting
	91826	Communications: Public Relations Consulting
	91828	Computer Hardware Consulting
	91828.1	Computer Service Center
	91829	Computer Software Consulting
	91829.1	Information Systems
	91829.2	Unix Systems Support
	91829.3	Macintosh Computer Technical Support
	91837	Economy Analysis Consulting
	91838	Education and Training Consulting
	91840	Employee Benefits Consulting
	91843	Environmental Consulting (NEPA & CEQA w/environmental impact report)
	91846	Feasibility Studies (Consulting)
	91849	Finance/Economics Consulting
	91858	Governmental Consulting
	91858.1	Government Relations
	91858.2	Institutional Analysis
	91863	Housing Consulting
	91865	Human Relations Consulting
	91866	Human Resources Consulting
	91866.1	Executive Search
	91866.2	Insurance Broker Services
	91874	Legal Consulting
	91874.1	Legislative Services
	91874.2	Alternative Dispute Resolution
	91875.1	Organization & Staff Development
	91875	Management Consulting
	91876	Marketing Consulting (Surveys, Public opinion polling, market analysis)

Consulting (cont.)

Check	NIGP	Description
	91876.1	Social Economic Impact Analysis
	91876.2	Social Justice/Equity Analysis
	91879	Minority and Small Business Consulting
	91883	Organizational Development Consulting
	91885	Personnel/Employment Consulting
	91892	Urban Planning Consulting
	91892.1	Growth Visioning Planning
	91893	Security/Safety Consulting
	91894	Traffic Consulting
	91895	Telecommunications Consulting
	91896	Transportation Planning Consultant
	91896.1	Highway Corridor Analysis
	91896.2	Rail Planning & Analysis
	91896.3	Transit & Non-motorized Planning & Analysis
	91896.4	Transportation Management & Coordination
	91896.5	Truck Lane Analysis/Goods Movement
	91896.6	Transportation Financing
	91896.7	Transportation & Economic Development
	91896.8	Transportation Investment Analysis
	91896.9	Transportation Modeling Support
	91896.10	Rideshare Contractor and Rideshare Software Support
	91897	Gas, Water, Electric Consulting
	91897.1	Air Quality Planning & Modeling
	91897.2	Water Supply Analysis
	90640	Graphic Design (Services)
	90640.1	Imagesetting
	90640.2	Premium/Promotional Items
	96600	Printing & Related Services (Typeset/Print/Layout)
	90868	Project Management
	96115	Catering & Concessions (Vending: Mobile & Stationary)
	96115.1	Coffee & Tea Service
	96115.2	Bottled Water
	96175	Translation Services
	96618	Copying Services (Reproduction)
	91528	Mailing Services & Electronic Information (Fulfillment Services)
		Other (describe here): _____ _____

DESCRIPTION OF POTENTIAL TECHNICAL SERVICE NEEDS

Transportation Planning - 91896

Transportation planning experience including non-motorized, transit, highways, aviation and engineering (related to transportation policy/planning), and advanced technology. Ability and experience in conducting highway and transit network analysis and modeling and drawing conclusions from the analysis. Experience in conducting analysis of new transportation technologies. Experience in transportation demand management planning.

Institutional Analysis – 91858.2

Understanding and experience in analyzing and developing governmental mechanisms for establishing joint powers agreements and cooperative financial arrangements, i.e., Memorandum of Understanding, mitigation contracts, mutual service agreements, etc.

Finance/Economics Consulting - 91849

Experience and knowledge of uniform cost estimating, financial forecasting and the ability to perform financial analysis of alternative proposals particularly in the areas of transportation, housing, commercial, industrial and public facilities.

Surveying, Public Opinion Polling and Market Analysis - 91876

Experience and knowledge in developing survey questionnaires, ascertaining specific survey methodologies and sample sizes, and administering public opinion, attitudinal, and behavioral characteristic surveys. Experience in cost and price, service and market demand assessment particularly in areas relating to transportation services. Experience in conducting focus groups.

Social Economic Impact Analysis – 91876.1

Experience in applying input/output model to analyze the social economic impacts of SCAG policies, plans, and programs.

Social Justice/Equity Analysis – 91876.2

Experience in assessing tax burdens, policy/plan impacts/costs/benefits and their allocations among income/ethnic/age/gender etc. groups.

Economic Analysis Consulting – 91837

Experience in examining and reporting on the Southern California economy and constructing/developing model to assess how business will respond to public policies.

Growth Management Planning – 91892.1

Experience in generating growth management strategies, and in investigating, writing reports and working with cities and committees on this subject.

Growth Visioning Planning – 91892.1

Experience in coordination and development of a growth visioning plan from a regional and sub regional perspective. Consultants must demonstrate expertise in simultaneous levels of performance with conceptual understanding of the complexities of such a plan.

Environmental Analysis - 91843

Environmental planning analysis including impact analysis and the development of mitigation measures, with experience in preparing EIR/EIS for complex transportation projects and technical development proposals. Firms experienced in Air Quality Modeling & Analysis, Noise modeling & Analysis, NEPA, CEQA, Clean Water Act (CWA) section 401 & 404, Environmental Impact Report, Endangered Species Act (ESA), Aviation Planning, Air Space Study & Aviation Regulations.

Information Systems – 91829.1

Experience in one or more of the following areas including design and development of complex software products, data base design, and web site design and programming.

Regional Data Systems – 91812.5

Ability and experience in the following areas including development of small area (census tract and transportation analysis zones) forecasts and estimate methods, development of Geographic Information System ARC INFO topologies and related data bases from aerial photography and planning maps, development of site specific employment files. Ability to provide employer site file with employment estimates and individual code identification of all work sites.

Transportation Modeling Support – 91896.9

Firms experienced in travel demand models, experienced in travel surveys, and software related to travel demand models. Firms familiar with the transportation planning process. Firms experienced with GIS interface, trip generation, trip distribution, mode choices and traffic assignment, impact analysis, GIS Arcview, Arcinfo, database management, GIS web applications, and GIS database,

Unix Systems Support – 91829.2

Unix systems administrations, system programming, software development, and software maintenance.

Rideshare Contractor and Rideshare Software Support – 91896.10

Consultant performs systems analysis and software development services for the Information Services Department, Rideshare Operation to maintain and enhance existing carpool matching and transit itinerary software.

Support Services

Assistance in Providing the Following Operational Administrative Services – 91806.1:

Including Word Processing, Reproduction, Data Entry and Verification.

Assistance in Developing Data Base Computer Programs in Support of SCAG's Management Information Systems – 91829.1

Architect/Engineering Services - 60012

Office space planning and construction.

Graphic Support Services - 90640

Provide freelance graphic designers and production artist for purpose of staffing Graphics Unit during overload periods or when regular staff is out due to vacations, sick leave or personal days. Projects include publications, maps and presentations. Must be knowledgeable in major Macintosh Graphics programs including Illustrator, Quark and PhotoShop.

Macintosh Computer Technical Support – 91829.3

Provide technicians to troubleshoot conflicts/problems with software and hardware for (5) Macintosh workstations and a main server for the Graphics Unit. Must be able to set up new workstations, install new software and make recommendations for upgrades/enhancements. Must be available on short notice.

Printing Services - 96600

High quality offset lithography printing of publications including newsletters, posters, brochures, premium items, letterhead, envelopes, business cards, reports, presentation folders to name a few. Vendor must be able to accept digital files from the Macintosh. Computer to plate or Direct to Plate print proofing preferred (this process avoids costly film or matchprint proofing).

Premium/Promotional Items – 90640.2

Provide imprinting of graphics on premium items for special events or promotions. Some of these items include cups, mugs, t-shirts attached cases to name a few. Vendor must also supply product for imprinting.

Imagesetting – 90640.1

Vendors to provide 35 mm slide output, Iris Prints and large digital scans of artwork. Other services include Film Processing, Award Plaque production, Framing, Photo shoots-freelance photographer, Mounting/Lamination of Posters, and Royalty-free Stock Photos

Legislative Services – 91874.1

Experience with legislative analysis and advocacy particularly at the State and Federal level.

Government Relations – 91858.1

Experience working with elected officials and staff in information exchange and policy development.

Public Communications - 91826

Experience and knowledge in the techniques of effective public communications and designing collaborative outreach programs for specific work effort.

Organization and Staff Development - 91883

Services in staff development and training including managerial strategic planning, organizational analysis, individual and group coaching/interventions and onsite custom seminar planning in a variety of areas including communication, interpersonal skills, wellness, personal development, and technical skills. Experience in the public sector is desirable.

Organization, Financial and Performance Audits/Project Management Services – 91804.1

Experience in preparing annual audit reports and recommendations relative to organizational effectiveness. Requires knowledge of preparing reports pursuant to A-133 and Single Audit Reports to the Federal Government. Experience and knowledge with computerized accounting systems used in governmental entities. Experience in providing assistance in managing projects.

Human Resources Planning - 91866

Experience, particularly with public agencies, in classification compensation and benefits analysis, performance management, and related areas.

Legal Services – 91874.1

Ability to provide legal services with particular emphasis on long-range planning in the areas of transportation, housing planning, and environmental review. Knowledge and experience in dealing with Federal and State laws in these areas.

General experience and knowledge in the legal operation issues in public agencies in California, including, but not limited, to personnel and contracts.

Alternative Dispute Resolution – 91874.2

Provide alternative dispute resolutions services, including convening, mediation and negotiated rulemaking for public policy issues.

Computer Service Center – 91828.1

Assistance in managing our Computer system. Experience with Novell and AIX systems. Computer Hardware, Software, Training, and Maintenance services.

Executive Search – 91866.1

Conduct high level executive recruitment. Public sector experience required.

Insurance Broker Services – 91866.2

To provide broker of record services for the agency in the areas of comprehensive health and welfare benefits, workers' compensation, property and liability, Public Officials, and Employment Practices Liability.